To: Veronica Debrul, Sponsor Representative

Diana Corona, RSVP Project Director

From: Tania Veliz, Program Officer

Date: December 4, 2017

Re: Retired and Senior Volunteer Program Grant Renewal

Reference previous grant number: 15SRWTX002

Dear Veronica Debrul & Diana Corona,

By copy of this letter, the Corporation for National and Community Service (CNCS) invites you to submit a grant application for the fiscal year 2018 renewal (Year 1 of 3) of the Retired and Senior Volunteer Program (RSVP) grant sponsored by your organization. As in past years, you will use *eGrants,* the CNCS grants management system to submit your grant application.

You are invited to re-apply based on the determination that your project is continuing to meet the eligibility criteria. Project renewal approvals are based on the quality of the application, satisfactory management, administration and programmatic performance.

Please **review this entire letter** prior to creating your project application in *eGrants.* Reading this entire letter is of particular importance this year, as CNCS and Senior Corps have made changes to both the content of the grant application and the processes you will use to apply for your fiscal year 2018 grant.

This letter contains some of the basic and essential instructional information that you will need to apply for your 2018 RSVP grant. Within the letter are links to key documents you will need as reference when applying for your grant.

I. **Timeline:**

NOFA Opens:	**November 24, 2017**
Application Due Date:	**January 25, 2018**

II. **Please select the following *eGrants* NOFA, which coincides to your grant cycle:**

- **FY 2018 RSVP Quarter 3 (Year 1 of single or multi-year grant)**

III.   FY 2018 Project Period, Budget Period, and Funding Level

FY 2018 Federal Funding Levels	
Budget Period (one year):	**4/1/2018 – 3/31/2019**
Project Period (multi-year):	**4/1/2017 - 3/31/2020**
Total Federal Funding Level:	**$48,563**

Funding amount listed reflects end of FY 17 base level funding. Final award amount based on final FY 18 appropriations.

2018 Instructions for Retired and Volunteer Service Program (RSVP) Renewal Applicants
In fiscal year 2018, the process to apply for your renewal grant differs from previous years.

The most significant changes are:

1) You will refer to a series of documents (outlined below) to complete your FY 2018 RSVP grant renewal application.

2) You will use new national Performance Measures in your FY 2018 grant renewal application. Again, please refer to the documents and links below. The links will take you to the documents, and additional information.

Please review the each of the documents referenced at the links below:

Documents and Links:

1. Document: **2018 RSVP Invitation to Apply for Administrative Grant Renewal**. This document was first introduced in 2016. Its purpose parallels a competitive Notice of Funding Opportunity, as far as content and format and operational instructions. The difference, in this case, is that the RSVP 2018 announcement is limited to incumbent RSVP grantees. No other applicants are eligible.

2. Document: **RSVP Performance Measure Requirements**. The RSVP National Performance Measures are modified, beginning in FY 2016, to provide applicants with clear performance goals, indicators, and milestones as required by Section 200.301 of the Uniform Guidance. This document specifies that the number of unduplicated volunteers in outcome-based assignments is linked to the total federal funding award in the grant.

   The new RSVP Performance Measures Requirements establish a method to demonstrate cost-effective practices in achieving performance goals through the service described in the proposed work plans. All grantees calculate this number of unduplicated volunteers that must be placed in outcome-based assignments, in order to meet the requirements. The required number of unduplicated RSVP volunteers in outcomes will be phased in over three years, as follows:

1) **Year 1: For every $1,250 in annual base federal funding,** at least one unduplicated RSVP volunteer must be placed in work plans that:
   a. Result in National Performance Measures outcomes in a combination of any of the focus areas and/or Capacity Building Measures, or
   b. Engage volunteers in an evidence based program that results in a National Performance Measure output in health education programming

2) **Year 2 and 3: For every $1,000 in annual base federal funding,** at least one unduplicated RSVP volunteer must be placed in work plans that:
   a. Result in National Performance Measures outcomes in a combination of any of the focus areas and/or Capacity Building Measures, or
   b. Engage volunteers in an evidence based program that results in a National Performance Measure output in health education programming

The RSVP National Performance Measures Requirements establish a method to calculate the number of unduplicated volunteers that must be placed in assignments in order to meet the requirements as listed above. **All** grantees calculate this number of unduplicated volunteers as follows:

1. The total Federal Funding Level divided by $1,000 = 49 required in National Performance Measures framework above. Work plans are created based on what a grantee expects to accomplish at the end of the performance period, i.e. in Year 3. Progress in Year 1 will be assessed based on expected number of unduplicated volunteers at the Year 1 cost per volunteer rate.

For reference, please use your Total Federal Funding level from 2017 as listed above:

The National Performance Measures Requirements contains additional information. Please be sure to review and read this section carefully, and please do not hesitate to contact me with questions.

3. Document: **RSVP Grant Application Instructions**. The Senior Corps Grant Application was revised beginning in FY 2016. Please be sure to review the Grant Application so that you are familiar with the changes and how the new Performance Measures are to be documented.

Required Attachments:

1. Aggregate Funding Form (Excel).

Reminder

As always, please remember that all work should be completed and <u>SAVED</u> in a **Word** document <u>PRIOR </u>to copying and pasting into *eGrants*.

Budget Guidance

All Senior Corps grantees *must* budget for training of the Project Director, which may include any training event approved by the Corporation State Office. Grantees *may* budget for an additional staff member to attend the training events, if funds permit. The recommended amount, for budgeting purposes is $1,000. Long distance travel funds may be re-budgeted later in the year, depending on actual training activities.

Corporation for
NATIONAL&
COMMUNITY
SERVICE★★★

Narratives

Please review the new Performance Measures and Requirements as included in the updated Senior Corps Grant Application and as listed in the Performance Measures Instructions. Please construct your narratives to address the new questions included in there. As always, you can develop your narratives in a word processing document to copy and paste into *eGrants*. **Please note that the total page limit for the Narrative Section of the Grant Application is 15 pages.**

Keep in mind there is no spell or grammar check in *eGrants*. When in eGrants, click on a category on the left (i.e. Strengthening Communities, etc.), then fill in the box on the right with your text for that particular category. Double-clicking the mouse on the right will open up the text editor which is an optional way to enter text.

Evidence-Based Programming Additions to the 2018 Renewal Grant Application

Please see the **Invitation to Apply** for additional information.

Required Documents

- You must submit the required documents as outlined on page 41-43 of the Grant Application. Please refer to the column for **Current Senior Corps Grantees**. The Financial Management Survey is not required at the time of the application submission but *may* be requested at a later date.

- You will be entering your volunteer station information directly into *eGrants*. Please ensure that you enter valid addresses for each volunteer station. You are no longer required to submit an Excel spreadsheet version of your Volunteer Station Roster as a separate document.

- You will be required to indicate the status of each document in the Required Documents section of *eGrants*.

Authorization, Assurances, and Certifications

The person who electronically signs these 3 items by clicking "I Agree" must be authorized by your agency to do so. Usually, this person is the Executive Director or CEO. It generally should not be the Project Director. The correct person must be logged in under his/her own account before pressing "I Agree."

Contractor Registration Required

System for Award Management (SAM) combined the federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance.

All grant recipients are required to maintain a valid registration, which must be renewed annually. The information previously maintained in the Central Contractor Registration (CCR) is contained within the Entity Management area in SAM. Even if you were previously registered in the CCR, you must register in SAM to transition and manage your data.

Corporation for
**NATIONAL&
COMMUNITY
SERVICE** ★★★

Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in the awarding process, if selected. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/public/SAM/.

Final Thought

Please schedule a phone call with your program officer in the State Office to discuss your application as needed. You can find training opportunities offered by Senior Corps at www.nationalservice.gov/programs/senior-corps/trainingcalendar.

Sincerely,

Mary Rolle Greusel
Program Officer
Corporation for National and Community Service